

AGENT OFFICE TRANSFER PROCEDURE

1. The Agent transfers their license at ADRE.
2. The Agent completes the CABR Office Transfer Form and returns it to CABR with a copy of their new license and a **\$25.00 Transfer Fee**.
3. CABR will transfer the Agent in FlexMLS and NRDS on the effective date of transfer.
4. The Agent submits an Authorization to Transfer Listing form, for each listing, to CABR prior to the transfer of the listing to the new Broker. **Please note this form is to be signed by all parties: Seller(s), Agent, and BOTH the original and new Brokers.**

Note: Until CABR receives the transfer authorizations, listings will be retained under the original Broker and access to maintenance of these listings will only be available to the original Broker or CABR.

5. Supra lockboxes may be removed from transferred listings, returned to the original Broker, and replaced with new lockboxes assigned to the new Broker.

Alternatively, agents may reassign lockboxes on transferred listings to the new Broker by providing, to CABR, a list of serial numbers of the lockboxes to be reassigned.

The replacement or reassignment of lockboxes must be done after the listing transfer has been completed.

See Page Two for Transfer Form

CENTRAL ARIZONA BOARD OF REALTORS®

600 E. State Hwy. 260, Suite12
Payson, AZ 85541
(928) 474-1944 ~ Fax: (928) 472-8016

OFFICE TRANSFER FORM

Name: _____

NRDS#: _____ Real Estate License#: _____

Prior OFFICE: _____

NEW OFFICE

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

Broker: _____

Contact Number: _____ Email: _____

Please Submit:

___ **\$25.00 TRANSFER Fee** (payable to CABR)

___ **Authorization to Transfer Listing forms** (if necessary)

CABR Lockboxes Transferred (Please provide written authorization from your new broker):

_____	_____	_____
_____	_____	_____
_____	_____	_____

CABR Lockboxes Returned:

_____	_____	_____
_____	_____	_____
_____	_____	_____